

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12/03

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OPEN TO: All Interested Candidates

POSITION: Maintenance Supervisor,
Foreign Service National Pay Scale: FSN-8*; FSN-9*
Foreign Service Pay Scale: FP-6*; FP-5*

OPENING DATE: March 2, 2012

CLOSING DATE: March 16, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident (NOR):
US\$ 44,737.00 p.a. (Starting Salary) (Position Grade FP-6*)
US\$ 50,043.00 p.a. (Starting Salary) (Position Grade FP-5*)

Ordinarily Resident (OR):
G\$3,126,199.00 p.a. (Starting Salary) (Position Grade: FSN-8)*
G\$4,017,836.00 p.a. (Starting Salary) (Position Grade: FSN-9)*

***All qualifications criteria must be met. Actual grade and salary will be based on the experience of the applicant.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Embassy in Georgetown is seeking an individual for the position of Maintenance Supervisor in the Facility Management Department.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for assisting the Facility Manager with the maintenance and repair program at the Embassy compound, consisting of five major buildings, a warehouse, grounds and associated equipment, and short and long term leased residential quarters. The incumbent directly supervises a foreman and has the overall responsibility for the day-to-day functions of a multi-trade workforce of fifteen employees.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, telephone 225-4900, extension 4262.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A University degree in the field of engineering is required.
2. Must have completed formal vocational training or apprenticeship as journeyman in electrical, mechanical and maintenance management.
3. At least three years of progressively responsible work experience in electrical, mechanical, maintenance and inspection, planning and estimating is required. One year of supervisory experience is required.
4. Level IV, Fluent English, in reading, writing and speaking, is required. **(Test will be administered)**
5. Must have a good working knowledge of the local and U.S. standard electrical and safety codes and be able to supervise a multi-trade workforce. Must possess a valid driver's license and have 3 years of driving experience. **(Test will be administered)**
6. Must have basic computer skills with some knowledge of Microsoft Office. **(Test will be administered)**

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or you may request the form via e-mail at HROGeorgetownH@state.gov .or you may obtain it directly from the Human Resources office or from the Embassy's VIP guard booth on Duke Street; or

2. A current resume or curriculum vitae that provides the **same information** found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1 -24 of the DS-174 along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Human Resources Office
(Maintenance Supervisor)
American Embassy
Georgetown

POINT OF CONTACT:

Human Resources Office
Telephone: (592) 225-4900
FAX: (592) 225-0230

CLOSING DATE FOR THIS POSITION: March 16, 2012

The US Mission in Guyana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References